RHODE ISLAND
DEPARTMENT OF CORRECTIONS
COVID-19: Staff Quarantine Protocols
Last Updated: 12/9/2020

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Please be advised that the information contained in this document changes rapidly. As a result, this document is updated often; therefore, you should ensure no changes have been made since you last referenced or printed it. Also, please keep in mind that RIDOC determines quarantine, isolation and testing decisions based on RIDOH and CDC guidelines and recommendations; _**however**_, RIDOC is unique as it is considered a congregate living setting and has a varied nature of work that employees conduct on a daily basis, thus there are multiple factors that contribute to this decision making. RIDOC routinely consults with the RIDOH to determine the best course of action based upon these factors and the individual circumstances surrounding an exposure. _**Your situation and circumstances are not the same as anyone else's; therefore, many decisions are made on a case-by-case basis.**_

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**For all staff required to quarantine, supervisors will determine the type of time required to be charged (personal/sick/vacation or administrative leave) and whether job duties can be conducted through telework.**

Quarantine for 14 days is required for people who have:
- had contact with someone who tested positive for COVID-19
- traveled (for more than 24 hours) to a COVID "hot spot"
- been advised to quarantine by the Rhode Island Department of Health (RIDOH), the Disability Management Unit (DMU) or a medical professional

First Responders

The following protocols are for Correctional Officers (CO's) and nursing staff **only** who have been in contact with someone who tested positive for COVID-19, who have traveled (for more than 24 hours) to a COVID "hot spot," or who have been advised by the RIDOH or a medical professional to quarantine **but** are **not currently exhibiting symptoms** themselves.

- Notify your supervisor of your need to quarantine.
    - o Supervisors shall notify, via email, the designated person who is tracking staff quarantine and isolation information.
- You must quarantine for 14 days from the last day of contact.
- First responders _**shall continue to report to work during their quarantine period.**_

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- First responders must wear K/N95 masks while at work during their quarantine period.
- A COVID-19 symptoms check shall be performed 2x during each shift.
- **If you develop symptoms at any time during your shift you MUST leave immediately and being isolating at home in accordance with DOC Isolation Protocols.**

- First responders must quarantine when outside of work (no public transportation, no shopping, quarantine from family members etc.).
- A COVID-19 test must be done no sooner than day 12 of quarantine.
  - The test should be done in the community or you can schedule a drive-up test at the RIDOC by emailing your request **at least 3 days in advance** to doc.covidquestions@doc.ri.gov. Please include:
    - Full name
    - Date of Birth
    - Address
    - Mobile phone number
    - Email Address
    - Date of last exposure to COVID-19
  - The COVID-19 test must be a viral test and **cannot** be a rapid test or an antibody test.
  - *If you are tested in the community*, you must send your supervisor a copy of the negative test result.
- Once your supervisor receives the negative test result, he/she shall forward the result to doc.covidquestions@doc.ri.gov, which will be securely stored.

If you receive a positive COVID-19 test result, or you develop symptoms at any time during quarantine, you must follow DOC Isolation Protocols.

Staff (Non-First Responders)

The following protocols are for individuals who are not first responders **and** who have been in contact with someone who tested positive for COVID-19, who have traveled (for more than 24 hours) to a COVID "hot spot" or who have been advised by the RIDOH or a medical professional to quarantine **but** are **not currently exhibiting symptoms** themselves.

- Notify your supervisor and the Disability Management Unit (DMU) at (401) 462-0753 of your need to quarantine.
  - Supervisors shall notify the designated person who is tracking staff quarantine and isolation information.
- You must quarantine for 14 days from the last day of contact.
- In order to return to work on your Eligible Return to Work Date you must provide your supervisor with a copy of a COVID-19 negative test result **prior to returning to work**. You **cannot** test earlier than day 12 of quarantine.
  - It is strongly suggested that you test on day 12 in order to ensure the greatest chance of getting the results back before your Eligible Return to Work Date.
  - If your test date is sooner than day 12, even if your test is negative, your supervisor **cannot** authorize you to return to work; you will need to re-test no sooner than day 12.
  - The COVID-19 test must be a viral test and **cannot** be a rapid test or an antibody test.
  - The test should be done in the community or you can schedule a drive-up test at the RIDOC by emailing your request **at least 3 days in advance** to doc.covidquestions@doc.ri.gov. Please include:
    - Full name
    - Date of Birth
    - Address
    - Mobile phone number
    - Email Address
    - Date of last exposure to COVID-19
  - *If you are tested in the community*, you must send your supervisor a copy of the negative test result.

- Once your supervisor receives the negative test result, he/she shall forward the result to doc.covidquestions@doc.ri.gov, which will be securely stored.

- Your supervisor may clear you to return to work on your Eligible Return to Work date once he/she receives the negative result; however, **you must complete your 14-day quarantine** (even with a negative test result).

- If you do not return to work on your scheduled return date, your supervisor shall send an email to the designated person who is tracking staff quarantine and isolation information with responses to the following questions, as applicable:

  - Why didn't the individual return to work as scheduled?

  - What, if any, is the new return to work date?

  - If the individual is eligible to telework, will they be?

  Please Note: If your scheduled return to work date is on one of your regular days off, you do not need to report to work until your next regularly scheduled workday.

If you receive a positive COVID-19 test result, or you develop symptoms at any time during quarantine, you must follow DOC Isolation Protocols.

HOW TO CALCULATE A 14-DAY QUARANTINE

Your Quarantine Start Date is the ***day after the last date of contact*** you had with someone who has COVID-19 symptoms or who tested positive for COVID-19, or from the date you return from travel (for more than 24 hours) to a COVID "hot spot." Your Quarantine End Date would be 14 days from the start date. Your earliest Eligible Return to Work Date would be the day after the 14th day (or day 15).

Example 1:

- Last Date of Contact is the 1st
- Quarantine starts on the 2nd (Start Date)
- Quarantine ends on the 15th (End Date)
- Eligible Return to Work Date is the 16th

Example 2:

- Last Date of Contact is the 7th
- Quarantine starts on the 8th (Start Date)
- Quarantine ends on the 21st (End Date)
- Eligible Return to Work Date would be the 22nd

Example 3:

- If you live with someone who tested positive on the 1st and did not isolate from them, you must quarantine for 24 days beginning on the 1st
- Their last day of isolation is the 10th
- Your Quarantine continues from the 11th (Start Date)
- Quarantine ends on the 24th (End Date)
- Eligible Return to Work Date would be the 25th

GENERAL QUARANTINE GUIDELINES

If you have been identified as a contact to someone who tested positive with COVID-19, follow these guidelines:

- Stay home unless absolutely necessary or you are a First Responder!
- Do not take public transportation, taxis or ride-shares
- Do not have any visitors to your house during this time
- If you need to seek medical care for other reasons, call ahead to your healthcare provider and tell them **you are under COVID-19 quarantine.**
- If you have a medical emergency, call 911. Tell them your symptoms and that you under COVID-19 **quarantine.**

Monitoring Your Symptoms

It is important to **take your temperature daily** and **closely monitor for symptoms** while self-quarantining. Symptoms may appear 2-14 days after exposure to the virus.

Symptoms to watch for:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

Contact your healthcare provider if you become ill. Notify your immediate supervisor right away if you have symptoms and make an appointment to get tested.

Protect Others

If you live with others:
- Designate a room for your exclusive use if you can – a bathroom, too, if possible.
- At a minimum, keep your distance (at least 6 feet) from others in your home.
- Wear a mask if you must be around other people.
- Disinfect high touch surfaces regularly.

Rev. 12/9/2020